



## Older Adult Services PART 1 – ORGANIZATION NARRATIVE FORM

Submit Application to: [cddapplications@cityofmadison.com](mailto:cddapplications@cityofmadison.com)

**Deadline: 4pm July 1<sup>st</sup>, 2024**

*Official submission date and time will be based on the time stamp from the CDD Applications inbox. Late applications will not be accepted.*

The intent of this application and subsequent contract is for all organizations to present a set of opportunities within the umbrella of one contracted program for each service area, i.e. Case Management services, Culturally Relevant services, Information, Outreach and Referral services and Independent Living Support services. Only programs that involve different participants for that service area, separate staff, a different schedule and are not an activity occurring during or as part of another program should be considered a stand-alone program with a separate application.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager [yshelton-morris@cityofmadison.com](mailto:yshelton-morris@cityofmadison.com) or Garrett Tusler, Community Development Specialist [gtusler@cityofmadison.com](mailto:gtusler@cityofmadison.com). We are committed to assisting interested organizations understand and work through this application and funding process.

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Garrett Tusler, [gtusler@cityofmadison.com](mailto:gtusler@cityofmadison.com)

### **A NOTE REGARDING APPLICANT TYPE**

Every agency applying for funding must submit an organizational history narrative per program detailing their agency's background, mission, and vision. If your agency is applying for multiple programs, each program application must be submitted separately with all the required submission documents (See RFP Guidelines 1.2 Required Information and Content of Proposals)

#### **Joint/Multi-agency Applicants**

For those choosing to submit a joint/multi-agency proposal, only the designated 'lead agency' is required to complete and submit responses to questions 5-9 pertaining to partnership history, rationale for partner selection, division of roles and responsibilities, anticipated challenges, and any previous collaborations or partnerships. All other agencies participating in the joint application, listed in application as 'joint/partner agency', are still required to submit their organizational history narrative, as stated above.

Legal Name of Organization:	The Hmong Institute, Inc.		Total Amount Requested:	\$ 175,000
All program(s) connected to your organization:	Program Name: Hmoob Kaj Siab		Amount Requested: \$ 75,000	
	Applicant Type: Single Agency Application			
	Program Type: Case Management Services			
	List Program Partner(s) (if applicable):		Choose an item., , Choose an item., ,	
	Choose an item.			
All program(s) connected to your organization:	Program Name: Hmoob Kaj Siab		Amount Requested: \$ 100,000	
	Applicant Type: Single Agency Application			
	Program Type: Culturally Relevant Services			
	List Program Partner(s) (if applicable):		, Choose an item., , Choose an item., ,	
	Choose an item.			
All program(s) connected to your organization:	Program Name:		Amount Requested: \$	
	Applicant Type: Single Agency Application			
	Program Type: Choose an item.			
	List Program Partner(s) (if applicable):		Choose an item., Choose an item.,	
	Choose an item., Choose an item.			
All program(s) connected to your organization:	Program Name:		Amount Requested: \$	
	Applicant Type: Choose an item.			
	Program Type: Choose an item.			
	List Program Partner(s) (if applicable):		Choose an item., Choose an item.,	
	Choose an item.			
➤ <i>If you are applying for more than four programs please contact Garrett Tusler gtusler@cityofmadison.com</i>				
Contact Person for application (Joint Applications - Lead Org):	Peng Her		Email: peng.her@thehmonginstitute.org	
Organization Address:	4402 Femrite Drive Madison, WI 53716		Telephone:	608-692-6380
501 (c) 3 Status:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Fiscal Agent (if no)	

**Organizational Qualifications – All Applicants:**

1. Organization History and Mission Statement

At The Hmong Institute, Inc., our mission is empowering community through education, health, and preservation of Hmong heritage. Together with our values: Foster innovative leaders, Create a healthy and safe learning

environment, Act with integrity, transparency, and accountability, Community most impacted by the issues are the voices leading the work, Everyone is an active agent in creating a socially-just and equitable society, give us the foundation for who we are and what we do at The Hmong Institute. We partner with the community to make an impact that matters.

Community is at the heart of everything we do and what we do has an impact on the world we live in. That is a huge responsibility and provides an opportunity to make a difference in the places we all call home. To us, community is inclusive, creative, and moves beyond physical borders. We honor and respect the community where they are currently at in their life journey and not where we want them to be. Because we are part of the communities we serve, our work is design with community in mind and we are driven by our philosophy of putting people first, recognizing we are better together, doing what is right, and giving a voice to the underserved. These values reflect who we are and how we serve our community.

The Hmong Institute was founded to create a healthy and safe environment to receive culturally and linguistically appropriate services and advocate for equity for Hmong and Southeast Asian underserved community. THI provides space for the Hmong and Southeast Asian community to use their voice, ability, and creativity to express who they are and to inform the mainstream community how to best serve them. From our nationally recognized and award-winning Hmong Language Culture Enrichment Program to being the first Hmong Comprehensive Community Services (CCS) service provider for Dane County Human Services, we are always on a path of continuous innovation and improvement to provide space for our community to be able to express who they are.

In 2018, Mai Zong and Peng Her launched The Hmong Institute to put all their community efforts under one roof and focus on community capacity building that includes Hmong cultural heritage education, preservation, and training and develop culturally and linguistically appropriate-competent health services. With programs rooted in the core areas of education, health, and community development, THI offers a diverse range of programs aimed at fostering growth, well-being, and equity. From empowering the youth to enriching the lives of older adults, our programs are designed to create a positive impact and pave the way for a brighter future.

Peng Her, CEO and Mai Zong Vue, COO of THI has over 55 years of combined experience developing culturally and linguistically appropriate case management services, youth educational programs, and as a cultural broker helping the Southeast Asian elder effectively navigate the healthcare or human service systems. Peng and Mai Zong were both born during the Vietnam war and came to the United States as refugees. Peng came to the US in 1976, received a master's degree in Physics, and has over 20 years of community development experience working with elected officials, residents, businesses, and service providers. Mai Zong grew up in the refugee camps in Thailand for five years. Arriving as a Hmong teenage refugee, Mai Zong became the family interpreter and system navigator as she quickly learned English. She holds a masters in social work and has devoted her career-life working in state government to develop culturally and linguistically competent programs for Hmong and other refugees. In 1992, she joined the Wisconsin State Refugee Office as a Refugee Program Specialist and retired in 2023 from the Department of Health Services as the Inter-Cultural Program Specialist. Mai Zong has 35 years of experience in areas of refugee community grass-root organizational development, culturally competent program and policy development, refugee and mental health policy, founder of the statewide Refugee Family Strengthening Programs (Hmong domestic violence), and was involved with the development of the original Kajsiaib House program in 2000. The original Kajsiaib House was developed to provide culturally and linguistically responsive services. After 18 years of operations, Journey Mental Health closed Kajsiaib House in September of 2018. Concerned residents along with THI came together to raise funds to keep Kajsiaib House open for the elders. As with in the Hmong culture, when you go through a traumatic life event, you are often given a new name. The closing of Kajsiaib House was a traumatic experience for elders. The elders decided to renamed Kajsiaib House to "Hmoob Kaj Siab." Kaj Siab means, to be stress free, at peace, have no worries. The original name, Kajsiaib House means, a place a person goes to be at peace or stress free. Now, the program is called "Hmoob Kaj Siab" which means, Hmong (a group of people) who are at peace and is stress free.

2. Describe your organization's experience implementing programming described in the Older Adult Services Policy Paper and Older Adult RFP Guidelines relevant to the programs you propose in this application. List all current older adult programs with their inception date.

Since 2018, The Hmong Institute has developed the Hmoob Kaj Siab program into a culturally and linguistically responsive community-based care center that provide client centered services to Hmong, Lao, Nepali, and Khmer (Cambodian) elders. Hmoob Kaj Siab, uses refugee trauma informed care with bilingual and bicultural staff in Hmong, Lao, and Nepalese. It is a place for elders to come for healing and building community. Hmoob Kaj Siab offers wrap around services including case management, culturally and linguistically relevant services and activities, and outreach, information for systems navigation, and referral services.

When we started Hmoob Kajsiaab we only had one Lao elder and the rest were all Hmong. We recognized that many other Southeast Asian communities were not being served. The Hmong Institute began working with the Khmer (Cambodian) temple by providing services to the monks. The monks have come to the Center to do a blessing for the staff and for the organization and learned about the needs in the Khmer community. We then meet with the President of Nepali Association to learn more about the needs in their community. Using the feedback we have been able to expanded services to include two Khmer, twenty Lao elders, four Tibetan, and thirteen Nepali elders. We increased our diversity in staff by hiring bilingual and bicultural staff in Lao, Khmer, Tibetan and Nepali.

A: Case Management Services:

Case managers serve not only as interpreters for the elder but they advocate and assist elder in accessing resources such as helping open up a checking account, applying for their citizenship, and applying for benefits. Hmoob Kaj Siab uses a client centered case management model builds trust between the staff and elder which allows elder to open up and share what is causing stress in their lives so staff can coordinate services along a continuum of care. All case managers are trained to do assessments, create service plan with the elder's input, then reach out to partners for services, monitor, evaluate and advocate for services to meet the specific need of the elder.

B: Culturally Relevant Services:

Hmoob Kaj Siab program provides services that reflect the diverse cultural, ethnic, and linguistic background of our elders. Even though the Hmong elders do not speak Nepali or vice versa, because we create space where all individuals feel valued and represented elders know how to nonverbally communicate with each other and build community together at the Center. We celebrate each ethnicity's heritage celebrations, provide platform for each ethnicity to express their culture, and space to exchange each other's culture heritage. Hmoob Kaj Siab is operated out of the Life Center which has private space for 1on1 case management, large rooms for group activities, classrooms, commercial kitchen for daily meals, dining room, gym for physical activity and daily exercise, and garden space. Elder receive culturally relevant services they would otherwise not receive.

One of the key components that makes Hmoob Kaj Siab a home-from-home for the elders is our daily home-cook meal, a cultural lunch that they can eat and enjoy. We are a Dane County Senior Meal site. Hmoob Kaj Siab has four vans to provide daily transportation for elders from home to Life Center and for appointments. We offer a wide variety of activities for elders to choose from. Elders are able to choose from different activities and services based on their needs and physical abilities.

Avoid Disease and Disability:

We partner with Pharmacy Society of WI to do medication reviews. We partner with Access and other healthcare providers for health management and health screening. We partner with UW Extension for food nutrition and health education classes. We partner with Second Harvest providing culturally relevant food to reduce food insecurities for 450 families in Dane County.

Maintain high cognitive and physical functions:

Some examples we offer weekly exercise activity such as chair yoga, low impact exercise, and walking. For brain fitness we have bingo and computer class. We have garden space for elders to do gardening. We partner with RSVP for sewing class. We have open mic day where else can create self-expression to share with their peers.

Engagement of life:

Some examples include monthly fieldtrips to help expose elders to the world around them. Fieldtrips include going to the zoo, boat ride around the lake, Dane County jail, and waste water treatment plant. Elders participate in intergenerational program when the Hmong Language and Culture Enrichment program by engaging Hmong youth in activities and storytelling.

#### C: Outreach, Information, and Referral Services:

Elders indicated that access to health at local hospital and centers were challenging due to language and cultural barriers. Lack of accurately translated medical terminology make it difficult for elders to understand their diagnosis and treatment plan. Lack of cultural understanding by medical providers caused a lot of mistrust resulting in not getting the needed health services. Not understanding medical terminology combined with the mistrust of medical provider causes the elder to not follow the medical providers treatment plan which causes additional health issues. Transportation is also a barrier. Many are home alone thus social isolation causes depression and suicidal signs. Additionally, the elder's adult children have a hard time navigating the health system or human services system as they can be complex and confusing. As a result, the family member is unable to get the elder the resources they should be receiving.

This is why it is so outreach play a vital role in making sure elders are connected with resources and support they need. Additionally, to make sure the resources are culturally responsive to the needs of the elder. THI works with healthcare providers to make sure medical information is in the language of the elder. We tailor the culturally tailor the information for the elder. We work with partners such as NewBridge for case management support, Tenant Resource Center for housing needs, and Access and Carbon Cancer Center for accurate medical information such as vaccines and medical procedures. We work directly with the ADRC to provide resources to support families. We work with other centers such as Fitchburg Community Center and Colonia House in Sun Prairie to better serve the Hmong community. Additionally, we have working relationship with employment resources such as Employment and Training Association for family members who may need employment assistance. We have working relationships with many nonprofits, Dane County Extension, UW Madison, Madison College, Edgewood college, WI Early Childhood Association, 4-C, and MOST.

3. Describe any significant changes or shifts at your agency since 2022 or anticipated changes in the next two years. For example, changes in leadership, turnover of management positions, strategic planning processes, expansion or loss of funding. What, if any affects have or will these changes make regarding the agency's ability to provide proposed services? If there are no changes, write "No changes".

The Hmong Institute is in the process of establishing an intergenerational childcare center. We anticipate getting our childcare license by the end of the year. Many of the elders live with their adult children and grandchildren. Culturally, Hmong grandparents are responsible to watch grandchildren. Because of this, many grandparents are not able to come to THI to get case management support. In Dane County, there are 487 Hmong children under the age of 5 which represents 59% of Hmong children. However, there is only one licensed in-home Hmong provider for the City of Madison. The Hmong Intergenerational Childcare Center (HICC) would be the first Hmong childcare center to provide families access to high quality early childhood education through culturally affirming activities between the children and elders. The intergenerational childcare center is a culturally relevant program that meets the needs of the community. It allows for elders to watch their grandchildren by bringing their grandchildren to the intergenerational childcare center and be able to participate in Hmoob Kaj Siab program. Elders would also be able to participate in activities with the children such as coloring activities and learning through play. Elders would tell oral stories and do arts and crafts with the children. This helps teach the children how to speak in Hmong and keep the Hmong language and culture alive. Lastly, the elders will have a feeling of self-worth by being able to pass their knowledge on to the children. This feeling of self-worth creates positive self-esteem for the elder which creates positive mental health and reduces health challenges. We currently have support from the City of Madison Childcare Department, United Way of Dane County, WI Early Childhood Association, WI Dept of Children and Families, 4C's and Madison college. We believe the creation of HICC will benefit THI and the Hmoob Kaj Siab program.

4. Describe your organization's experience, education and training requirements for management and older adult services program staff. Include how you support these requirements and other professional development opportunities.

When we started Hmoob Kaj Siab we recognized there are very few trainings opportunity to be culturally competent case manager in serving the Hmong community. The Hmong Institute decided to develop our own training with bilingual trainers and experts in the field. The Hmong Institute is known for our culturally competent training to health care providers, case managers, social workers, and individuals working with the Hmong community. We host several training series through out the year and an annual Hmong Health Summit in which participants learn how about the traditional Hmong belief, herbs used in traditional healing, and review case studies. These trainings are led by Dr. Alyssa Vang a clinical psychologist with over 20 years of experience and Dr. Dia Cha, the first Hmong medical anthropologist. THI staff are able to take advantage of these trainings.

Additionally, staff are required take trainings such as Ethics and Boundaries, HIPPA compliance, client rights, and trauma informed care. Program staff are trained to do assessments, create service plan with the elder's input, then reach out to partners for services, monitor, evaluate and advocate for services to meet the specific need of the elder. The Hmong Institute, recognize the importance of professional development and pays for professional development trainings.

We recognize that not everyone may have a college degree or attended higher education. Our job descriptions allow for community-based experience in lieu of a college degree as we know many in the Hmong and Southeast community may not have had the opportunity to attend college due to fleeing their home country and starting school later in life. On the other hand, a staff may have completed a college degree in their home country but because they fled their home country do not have a copy of their diploma or unable to get their transcripts. Though having a college degree may be important to many, at THI, we also value a person's community-based experience and passion for working with the community. You can teach a person how to write an assessment and recovery plan. However, you cannot teach a person to have passion to work with elders or in the community.

#### **JOINT/MULTI-AGENCY APPLICATIONS ONLY – Lead Agency Applicant responses**

**Program name:**

**Program type:** Choose an item.

**List All Joint/Partner Applicants for this Program:**

5. Provide a brief overview of your partnership history with the collaborating agency/agencies. When and how did this partnership begin, and what collaborative initiatives have you undertaken together in the past?
6. Explain the rationale behind choosing to partner with the specific agency/agencies identified in this application. What unique strengths or resources does each organization bring to the partnership, and how do these complement one another?
7. Describe the division of roles and responsibilities between your organization and the collaborating agency within the proposed program. How will each partner contribute to program design, implementation, and evaluation?
8. Outline any challenges or barriers you anticipate encountering as a result of the partnership, and how you plan to address these collaboratively.

9. Detail any previous collaborations or partnerships with other organizations serving older adults, if applicable. What lessons or insights have you gained from these experiences that will inform your approach to this partnership?



# Older Adult Services 2024 Request for Proposals PART 2 - Program Narrative Form

Submit Application to: [cddapplications@cityofmadison.com](mailto:cddapplications@cityofmadison.com)

**Deadline: 4:30 p.m. (CDT) on July 1st**

*Official submission date and time will be based on the time stamp from the CDD*

*Applications inbox. Late applications will not be accepted*

Part 2 – Program Narrative Form MUST be completed for EACH PROGRAM for which you are asking for funds.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

### Joint/Multi-Agency Applicants

Only the designated 'lead agency' is required to submit the Program Narrative form on behalf of all identified partners listed in the application for applicants choosing to apply through a joint application.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager [yshelton-morris@cityofmadison.com](mailto:yshelton-morris@cityofmadison.com) or Garrett Tusler, Community Development Specialist [gtusler@cityofmadison.com](mailto:gtusler@cityofmadison.com). We are committed to assisting interested organizations understand and work through this application and funding process.

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Garrett Tusler – [gtusler@cityofmadison.com](mailto:gtusler@cityofmadison.com)

Program Name:	Hmoob Kaj Siab	Total Amount Requested for this Program:	\$ 150,000
---------------	----------------	--	------------



Legal Name of Organization:	The Hmong Institute, Inc.	Total amount Requested for Lead/Single Applicant	\$ 150,000
Legal Name of Partner(s) (Joint/Multi-Agency Applicants only):		Total Amount Requested for Partner 1:	\$
		Total Amount Requested for Partner 2:	\$
		Total Amount Requested for Partner 3*:	\$
Program Contact:	Peng Her	Email:	peng.her@thehmongi nstitute.or g
		Phone:	608-692-6380
Program Type: Select <b>ONE</b> Program Type for this form.			
<input type="checkbox"/> Case Management Services  <input checked="" type="checkbox"/> Culturally Relevant Services  <input type="checkbox"/> Independent Living Support Services  <input type="checkbox"/> Outreach, Information, and Referral Services  <b>PLEASE NOTE:</b> Separate applications are required for each distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.			

\*Click or tap here to enter text.

## 1. PROGRAM OVERVIEW

- A. **Need:** Briefly describe the need in the City of Madison for the programs included in this application, including the source of the data used in your response.

There are many challenges or barriers the Southeast Asian elders face as they age in Madison. Some of the key challenges SEA elders encounter include: language and culture barriers, lack of mobility, declining health, social isolation, lack of transportation, spiritual health, and the feeling of having no value or usefulness (no self-worth) within their family and extended families.

Language and culture are two barriers our elders face as they try to navigate the health and human services system. Not being able to speak the language, ask simple questions or to be able to do things for yourself can be demoralizing. Social isolation due to cultural barrier of not wanting to ask for help keeps some elder from getting resources they need. For elders who have grandchildren, they many are responsible to provide childcare for their grandchildren, a cultural practice and expectation as grandparents. Elders then must stay home to care for grandchild. Thus elders are not able to seek culturally relevant services such as those provided at Hmoob Kaj Siab. Tasked with providing childcare often leads to more challenges when the senior grandparents cannot drive or speak the language because he or she lives with a lot of stress, especially when they are home alone with the sick or injured grandchildren and they don't know how or who to call for help. Yes, they can dial 911, but how are they going to communicate to the operator in English?

For elders who don't have grandchildren to watch, but do to lack of transportation or mobility requires them to be home alone. Being home alone without anyone to talk to or do activities with results in social isolation which causes their health to decline, both physically and mentally. Many seniors have shared in group support and testified at the city council hearing that when they are home alone without Hmoob Kaj Siab, they are socially isolated and get depressed and suicidal as they stare out the window all day. Day after day as they watch the cars go by. Elders described in detail what this social isolation is about and how it lead them to a deep depression and having no desire to live.

Another challenge elders face is the feeling of having no self-worth within the family and be a burden to their children and families when they are ill or no longer can provide care for their grandchildren. Culturally, seniors are given respect for their life experience, family contributions, and wisdom. With this belief, our seniors do not often communicate their needs--I would like to

go see so and so, I would like to eat this, I am sick today, a relative is in town, can you bring me there as they have been the provider for the family for many years. Oftentime, elder expect their sons and daughter-in-laws to know and meet their needs unspokenly. If their needs are not met, the elder may feel unloved. When they feel unloved and stare out the window all day. Isolation give time for elders to reflect back to the sufferings during the Vietnam War in Laos, struggles and hardships in the refugee camp in Thailand, and now in Madison. This adds to the depression and feeling they are no longer worth anything to their family when they mentally. This sense of no self-worth is the biggest challenge faced by elders because this challenge requires having culturally relevant wrap-around services with trained staff where elders can participate, be with their peers, receive case management services so they are not socially isolated and can overcoming the sense of no self-worth.

B. Goal Statement: What is the goal of your program and how does it align with the scope of work described in the RFP guidelines?

Hmoob Kaj Siab program is a culturally and linguistically responsive community-based care center that provide client centered services to Hmong, Lao, Nepali, and Khmer (Cambodian) elders. Hmoob Kaj Siab, uses refugee trauma informed care with bilingual and bicultural staff in Hmong, Lao, and Nepalese. It is a place for elders to come for healing and building community. Hmoob Kaj Siab offers wrap around services including case management, culturally and linguistically relavent services and activities, and outreach, information for systems navigation, and referral services. Hmoob Kaj Siab was designed by the community and continues to have in put from the community. It is patient centered as elders help to decide on the activiites, fieldtrips, and services.

Hmoob Kaj Siab is similar to the “club house” model where elders can come to the Center to be with their peers, daily activities such as exercise class to keep them fit, field trips to expose them to world around them, and educational classes, so they are not isolated at home is what makes Hmoob Kaj Siab culturally responsive to the needs of the Hmong and Southeast Asian community. No one likes to ask for help or to be seen as old and have nothing to contribute. When elders come to Hmoob Kaj Siab, they are coming to see their family. They come to a place that is a home away from home where they get a home cooked meal, feel needed, and are respected. Elders share that program staff are like their children just helping them.

Hmoob Kaj Siab has a variety of daily program that address social, economic, intellectual, educational, spiritual physical, and emotionally aspects of aging. Services are aim to address disparities through targeted interventions and catered to the specific wants, needs and desires of the ethnicity of the elder. Examples include food nutrition class, use of shaman for soul calling ceremony, cultural celebrations, exercise class, computer literacy class, gardening, healing groups, field trips, and intergenerational activities.

In addition to these services, Hmoob Kaj Siab address disparities in the community. During COVID, elders shared challenges of affording food and household good. To deal with food insecurities, Hmoob Kaj Siab establish a food distribution program that provide culturally relevant food to the elders and their families. We purchase fifty-pound bags of rice from Hmong farmer and meats from Mekong Fresh Meats, a Hmong owned butcher shop providing processed meats products. We also partner with Second Harvest to purchase food. Food are the boxed up and elders and families come pick up the food boxes from the Center. Staff also deliver food boxes to elders who are unable to come pick up. Food distribution take place once a month and currently serves 450 Hmong and Southeast Asian elders and families.

C. Program Summary (3-5 sentences):

Hmoob Kaj Siab program is a culturally and linguistically responsive community-based care center that provide client centered services to Hmong, Lao, Nepali, and Khmer (Cambodian) elders. Hmoob Kaj Siab, uses refugee trauma informed care with bilingual and bicultural staff in Hmong, Lao, and Nepalese. It is a place for elders to come for healing and building community. Hmoob Kaj Siab offers wrap around services including case management, culturally and linguistically relavent services and activities, and outreach, information for systems navigation, and referral services. Hmoob Kaj Siab was designed by the community and continues to

have in put from the community. It is patient centered as elders help to decide on the activiites, fieldtrips, and services.

## 2. POPULATION SERVED

- A. Proposed Participant Population: Describe the intended service population that will be impacted by this program (e.g., location, ages, race/ethnicities, income ranges, English language proficiency, if applicable etc.) AND how this population was involved in the development of this program proposal.

The target population are Hmong, Lao, Khmer, and Napali elders who are 55 years and older who are veterans, widows of veterans, and survivors of the Vietnam War, the Khmer genocide under Pol Pot, and ethnic persecution in Bhutan. In 2023, 95% of Hmoob Kaj Siab participants were low income. According to the 2020 Census, there are 373 Hmong over the age of 50. 59 Hmong household receive supplemental security income. 129 household receive foodstap/SNAP. 17% of Hmong have less than a 9th grade education. 93% of the Hmong population that is 65 or older speak Hmong while only 17% speak English. There are pockets of areas in Madison with large Southeast Asian residents: Bayview, Kennedy Heights, Northport Apartments, Truax Apartments, and apartments near W. Badger Rd/Fish Hatchery Rd. We currently have seniors from neighborhoods such as Northport, Bayview, Truax area, and S. Badger Road

Hmoob Kaj Siab was designed by the community and continues to have in put from the community. It is patient centered as elders help to decide on the activiites, fieldtrips, and services developed for this program proposal.

- B. 2023 Participant Demographics (if applicable):

Race	# of Participants	% of Total Participants
White/Caucasian		
Black/African American		
Asian	170	100
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
Multi-Racial		
Balance/Other		
Total:		
Ethnicity		
Hispanic or Latino		
Not Hispanic or Latino	170	100
Total:		
Gender		
Man	68	40
Woman	102	60
Non-binary/GenderQueer		
Prefer Not to Say		
Total:	170	

Comments (optional):

- C. Language Access and Cultural Relevance: Please describe how the proposed program will serve non-English speaking older adults. Describe how the proposed program will be culturally relevant to the population served.

Hmoob Kaj Siab program is a culturally and linguistically responsive community-based care center that provide client centered services to Hmong, Lao, Nepali, and Khmer (Cambodian) elders. Program staff are bilingual and bicultural to work with elders from their respective ethnicity. Hmoob Kaj Siab offers wrap around services including case management, culturally and linguistically relevant services and activities, and outreach, information for systems navigation, and referral services. Hmoob Kaj Siab was designed by the community and continues to have in put from the community. It is patient centered as elders help to decide on the activities, fieldtrips, and services.

- D. Recruitment, Engagement, Intake and Assessment: Describe your plan to recruit, engage and address barriers to participation for the identified service population. Explain the intake and/or assessment procedure you will use for this program.

Any new clients, self referral or provider referral, will be invited and contacted to come to Hmoob Kaj Siab to go over our services. When the new client is ready and would like to enroll in Hmoob Kaj Siab, our staff who does the initial enrollment screening will sit down and gather the basic-demographic information in order to enroll as a new client. Intake appointments take place in a private office at Hmoob Kaj Siab. In many ways, initial appointments are similar to other medical appointments and takes about 2 hours. Clients are asked to bring in the following during this appointment:

- Driver's License or State Identification Card
- Your Medicaid, Medicare, or other insurance cards
- A list of all medications you are currently taking
- Names of all medical doctors present/past
- Your personal information (address, phone number, social security number)

Barriers such as transportation are then discussed. Elder then complete and sign consent forms, notice of privacy practice, acknowledgement of service, and release of information for medical records. Intake staff then assigns elder to a case manager. Intake staff goes over elders assessment with case manager to discuss needs, barriers, and applical services. Case manager then meets with elder to introduce themselves, completes assessment, and begin providing case management services to elder.

### 3. PROGRAM DESCRIPTION AND STRUCTURE

- A. Activities: Describe your proposed program activities. If applicable, describe any evidence, research, proven curriculum, standards, or documentation of promising practice that supports the programming or service proposed.

Hmoob Kaj Siab program provides services that reflect the diverse cultural, ethnic, and linguistic background of our elders. Even though the Hmong elders do not speak Nepali or vice versa, because we create space where all individuals feel valued and represented elders know how to nonverbally communicate with each other and build community together at the Center. We celebrate each ethnicity's heritage celebrations, provide platform for each ethnicity to express their culture, and space to exchange each other's culture heritage. Hmoob Kaj Siab is operated out of the Life Center which has large rooms for group activities, classrooms, commercial kitchen for daily meals, dining room, gym for physical activity and daily exercise, and garden space. Elder receive culturally relevant services they would otherwise not receive.

One of the key components that makes Hmoob Kaj Siab a home-from-home for the elders is our daily home-cook meal, a cultural lunch that they can eat and enjoy. We are a Dane County Senior Meal site. Hmoob Kaj Siab has four vans to provide daily transportation for elders from home to Life Center and for appointments. We offer a wide variety of activities for elders to choose from. Elders are able to choose from different activities and services based on their needs and physical abilities.

#### Avoid Disease and Disability:

We partner with Pharmacy Society of WI to do medication reviews. We partner with Access and other healthcare providers for health management and health screening. We partner with UW Extension for food nutrition and health education classes. We partner with Second Harvest providing culturally relevant food to reduce food insecurities for 450 families in Dane County.

#### Maintain high cognitive and physical functions:

Some examples we offer weekly exercise activity such as chair yoga, low impact exercise, and walking. For brain fitness we have bingo and computer class. We have garden space for elders to do gardening. We partner with RSVP for sewing class. We have open mic day where else can create self-expression to share with their peers.

#### Engagement of life:

Some examples include monthly fieldtrips to help expose elders to the world around them. Fieldtrip include going to the zoo, boat ride around the lake, Dane County jail, and waste water treatment plant. Elders participate in intergenerational program when the Hmong Language and Culture Enrichment program by engaging Hmong youth in activities and storytelling.

Attached is a copy of our weekly schedule. In addition to the weekly schedule, Hmoob Kaj Siab offers monthly fieldtrips. Elders have gone hiking at Governor Nelson state park, explore Cave of the Mounds, tour the State Capitol, and House on the Rock. They have also gone apple and strawberry picking. In the winter, they enjoy going bowling. These activities expose them to the world around them to help them better navigate and well as keep the physically fit. Elders have also gone to the water sewer and city well to see how water is filtered and where they get their drinking water. Elders have toured the Dane County jail. All most all of the elders had never been inside the jail. After touring the facility and seeing the cells and living conditions, a few of the elders cried and shared that even though a person may have committed a crime, to be locked up in such an inhuman way was sad and heart breaking. They hope society will find a better way, a more human way to house the individuals who committed a crime.

Lastly, program staff conduct community outreach at community events to share about services offered at Hmoob Kaj Siab. Staff make presentations to groups and community partners. Hmoob Kaj Siab is register with United Way’s 2-1-1 system and works closely with ADRC.

- B. Program/Service Schedule: If you are proposing to provide a program at more than one location and the program schedule is the same for all locations, please list all of the locations in the “Location(s)” cell in Table 1 below. If the program schedules vary amongst locations, please complete Table 2 and the question following the tables.

Table 1

Day of the Week	Start Time	End Time
Monday	8	4
Tuesday	8	4
Wednesday	8	4
Thursday	8	4
Friday	8	4
Saturday	C	
Sunday		

Table 2 (optional)

Day of the Week	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		

Friday		
Saturday		
Sunday		

If applicable, please list the third location and any subsequent locations. Include the specific program schedule(s) differences as compared to the programs included in the tables above.

#### 4. ENGAGEMENT COORDINATION AND COLLABORATION

A. Family Engagement: Describe how your program will engage caregivers, guardians, and/or family of participants in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

As a community base program family members are invited to participate in the daily activities and to go on fieldtrips. Program staff work close with caregivers, guardians, and family members of the elder. By building relationships with family members, family members provide input and feedback about Hmoob Kaj Siab and its services. These inputs are used to assess program activities and make changes as needed.

B. Neighborhood/Community Engagement: Describe how your program will engage neighborhood residents or other relevant community stakeholders in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

As a community base program community input is important. Hmoob Kaj Siab was created by the community. Community stake holders volunteer at Hmoob Kaj Siab. They help provide feedback in and input about Hmoob Kaj Siab. Community input is some of our best source of assessing the program and making change as needed to meet the needs of the community.

C. Collaboration: Please complete the table below and respond to the narrative questions regarding program collaboration with community partners.

**Note:** Agencies listing a partner/collaborator below in addition to any 'joint/partner applicant' (if applicable) for their program should include a letter of commitment/support from the agency partner highlighting the ways in which the agency will support the program.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?
NewBridge	Case management training and support	Jim Kreuger	Yes
Pharmacy Society of WI	Pharmacist meets individually with elders to review medications and provide a detailed individual assessment of medications taken by elders to identify the potential risks for adverse drug events.	Helen McDowell	Yes
Dane County Extension	Provides educational programming consisting of: Senior Eating Well & Eat Smart Live Strong	Kula Yang	Yes
Sewing - RSVP	Sewing Class	Trudy Brule/Annette Bolling	Yes

School of Social Work	Student interns	Jamie Goldberg	Yes
2 <sup>nd</sup> Harvest	Culturally relevant food	Joanne Marquez	Yes

List any additional partners, their role & responsibilities, contract person and MOU information (if applicable):

Access Community Health Center. Medical expertise and health information, Ken Loving, No MOU but letter of support

How do these partnerships enhance this proposal?

Partnership and collaboration are an important part of our work. They enhance the proposal by allow us to have experts in the different areas to provide us information, training, and thought partners. Our partnerships with the organizations listed have improved and grown over the years. It is a symbiotic partnership in which each partner support each other in the work they do. Partners provide volunteers to teach or lead classes. RSVP provides two volunteers to teach the sewing class. Dane County Extension provides staff to teach about food nutrition and health literacy. Second Harvest provides food to reduce food insecurities. NewBridge provides support for case managers.

What are the decision-making agreements with each partner?

Decision making is made in collaboration with each other. When a decision has to be made, both partners meet to discuss the challenge and come up with a solution that in culturally appropriate in which both partners benefit. Several of the partnership are over 12 years old.

- D. Resource Linkage and Coordination: What resources are provided to participants and their families/loved ones by your proposed program/service? How does the program coordinate and link participants to these resources?

Resources provided by such as the water sewage treatment plant, water utilities on drinking water, PFAS are given to elders prior to fieldtrips. However, case manager spends most of the time translating the information into the primary language of the elder as most resource information is in English. After each fieldtrip, there is debriefing session with elders. Elder share what they learned, how they felt, and feedback on the fieldtrip. If elder request additional resources, program staff provides the information in the primary language of the elder

## 5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

- A. Program Outputs - Unduplicated Older Adults and/or Program Hours

Total Annual Unduplicated Older Adults served through proposed program/service: 180

Total program/service hours annually: 1000

- B. Program Outcomes

Please describe the data and the data source used to choose your outcome objectives.

We administer a satisfaction survey annually. Program staff will conduct oral satisfaction surveys in the language of the elder. Survey includes satisfaction of services, if services help them achieve the quality of life they desire, how available are staff, would recommend THI to a friend, able to get services they wanted, able to take care of their needs, and staff helped obtain information they needed. We use the results to chose our outcomes objectives.

Using the drop-down menu, please select the **Program Outcome #2** for your proposed program(s), listed under each respective funding priority found in RFP Guidelines 1.6 Measurements of Success, that you will track and measure. Complete the table(s) below.

<b>Outcome Objective #1:</b> 75% of clients/participants report that the services/assistance they receive help them achieve the quality of life that they desire.				
<b>Performance Standard</b>	<b>Targeted Percent</b>	75%	<b>Targeted Number</b>	180
<b>Measurement Tool(s) and Comments:</b> Program staff will conduct oral satisfaction surveys in the language of the elder. Survey includes satisfaction of services, if services help them achieve the quality of life they desire, and how available are staff.				

<b>Outcome Objective #2:</b> Culturally Relevant Services Outcome - At least 75% of older adults served access Older Adult Activities programs that improve 1) their physical and mental health, 2) their ability to engage with their community, and/or 3) their ability to avoid disease an				
<b>Performance Standard</b>	<b>Targeted Percent</b>	75%	<b>Targeted Number</b>	180
<b>Measurement Tool(s) and Comments:</b> Program staff will conduct oral satisfaction surveys in the language of the elder. Survey includes satisfaction of services, if services help them achieve the quality of life they desire, how available are staff, would recommend THI to a friend, able to get services they wanted, able to take care of their needs, and staff helped obtain information they needed.				

<b>Outcome Objective #3 (optional):</b>				
<b>Performance Standard</b>	<b>Targeted Percent</b>		<b>Targeted Number</b>	
<b>Measurement Tool(s) and Comments:</b>				

If necessary, add additional outcome objectives, performance standards, targeted percent, targeted number, and measurement tools:

- C. **Data Tracking:** What data tracking systems are in place or will be in place to capture the information needed to document demographics, program activities, outcome measures and expenses?  
At intake, demographic information is collected. Elders sign when they arrive at the Center. Program staff keep track of services provide through TheraNest, our electronic health record system. QuickBooks is used to track expenses. We have data base to track outcomes and input from elders and community members.

## 6. PROGRAM LOCATION

- A. Address(es) of the site where programs/services will occur:  
4402 Femrite Drive  
Madison, WI 53716
- B. Drawing upon the insights outlined in RFP Guidelines 1.5 Equity Priority Areas, please elaborate on your agency's strategies for integrating this information into the development of your proposed program/service. Furthermore, please explain on how your program/service will effectively reach and support individuals residing within or in close proximity to Equity Priority Areas. If applicable, please list any collaborations with existing agencies dedicated to serving and/or operating within the identified areas.



Many of our participants live in Traux, Northport apt, Kennedy heights, Bayview, Allied, Midvale Heights, Brittingham apt, and Bayview. Transportation is a challenge for elders because of language barriers in riding public transportation, program staff picks up elders from their home and brings them to the Center. Additionally, program staff drives to the elder’s residence to take them to their appointment. THI has a working relationship with Fitchburg Community Center and Colonial Club in Sun Prairie as there is a growing Hmong community in Fitchburg and Sun Prairie. Program staff works with Fitchburg community center and Colonial Club to do outreach to the Hmong and Southeast Asian community in Fitchburg and Sun Prairie to make sure more elders are able to access resources at either location in addition to Hmoob Kaj Siab at the Center.

**7. PROGRAM STAFFING AND RESOURCES:**

A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, AmeriCorps Senior members and Interns with direct program implementation responsibilities. FTE = % of 40 hours per week.

\*Use one line per individual employee

Position Title	Qualifications or Required Training	Location(s)
Program Manager	2 years community experience coordinating programs or college degree	4402 Femrite Drive
Case manager	2 years community experience or college degree	4402 Femrite Drive
Case manager	2 years community experience or college degree	4402 Femrite Drive
Case manager	2 years community experience or college degree	4402 Femrite Drive
Cook	1 year experience working in license kitchen	4402 Femrite Drive
Cook's assistant	1 year experience working in license kitchen	4402 Femrite Drive
Outreach coordinator	2 years community experience or college degree	4402 Femrite Drive
Activities coordinator	2 years community experience or college degree	4402 Femrite Drive

Volunteers: If volunteers will have direct contact with program participants, how are they vetted, trained and supervised?

All volunteers under go a caregiver background check. Volunteers are then trained and supervised by program staff.

B. Other program Resources/Inputs (such as program space, transportation or other resources necessary for the success of your program):

THI has four vans to provide transportation to appointments and fieldtrips. As we continue to get more elders we would need more vehicles for transportation.

**8. BUDGET**

A. The budget should be submitted with the proposal using the template provided in an Excel document or a PDF. There are five tabs within the Excel spreadsheet: Cover Page, Organization Overview and one sheet for

the Program Budget for each program. The Cover Page, Organizations Overview and relevant Program Budgets must be submitted with this document for a proposal to be complete.

Joint/Multi-Agency Applications

- B. All Joint/Partner Agencies listed on page 2 of this Program Narrative form must also complete a Budget Narrative form to be submitted alongside all required materials.

The budget template and budget narrative can be found on the [CDD Funding Opportunities website](#).

**9. If applicable, please complete the following:**

A. Disclosure of Conflict of Interest

Disclose any potential conflict of interest due to any other clients, contracts, or property interests, e.g. direct connections to other funders, City funders, or potentially funded organizations, or with the City of Madison.

None

B. Disclosure of Contract Failures, Litigations

Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.

None

## Hmoob Kaj Siab - Weekly Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8 am	Staff Arrive	Staff Arrive	Staff Arrive	Staff Arrive	Staff Arrive
10 am	<b>Client Check-In</b> (Group therapy/peer to peer session)	<b>Client Check-In</b> (Group therapy/peer to peer session)	<b>Client Check-In</b>  <b>Nutrition Class</b>	<b>Client Check-In</b>  <b>Group exercise</b>	<b>Client Check-In</b>  <b>Open Mic: Music and performance</b>
11 am	<b>Health Education</b> (Food Nutrition, health literacy)	<b>Sewing Group</b> Or <b>Men's group</b>	<b>Arts &amp; Crafts</b>	<b>English Class</b>	<b>Group exercise (Walking)</b>
12 pm	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
1 pm	<b>Group walking</b> Or <b>Free time</b>	<b>Group walking</b> Or <b>Free time</b>	<b>Group walking</b> Or <b>Free time</b>	<b>Group walking</b> Or <b>Free time</b>	<b>Group walking</b> Or <b>Free time</b>
1:30 pm	<b>Support Group</b> (life skills)	<b>Bingo</b>	<b>Health Education</b>	<b>Computer Literacy Class</b>	<b>Bingo</b>
3 pm	<b>Free time</b>	<b>Free time</b>	<b>Free time</b>	<b>Free time</b>	<b>Free time</b>
3:30 pm	Begin transporting clients home	Begin transporting clients home	Begin transporting clients home	Begin transporting clients home	Begin transporting clients home
4:00 pm	Women's group				



June 30, 2024

City of Madison

Community Development Division

215 Martin Luther King Jr. Blvd., Suite 300

Madison, WI 53703

Dear Grant Selection Committee,

We are writing this letter of joint support and commitment to the continued partnership between The Hmong Institute and NewBridge Madison. Our organizations have developed a strong collaboration over the past five years and intend to continue throughout the Older Adult Services grant period.

We currently partner providing case management services and a nutrition dining site for Southeast Asian older adults. Our staff have a close working relationship, and we dialogue regularly about how to better coordinate and complement each other's service offerings.

The Hmong Institute and NewBridge value each other as partners and have a shared commitment to excellence in service provision. We support each other's applications for continued funding from the City's Older Adult Services RFP.

Thank you for your time and consideration.

A handwritten signature in black ink, appearing to read 'Jim Krueger', with a long horizontal line extending to the right.

Jim Krueger  
Executive Director  
NewBridge Madison

A handwritten signature in black ink, appearing to read 'Peng Her', with a large circular flourish on the left side.

Peng Her  
CEO  
The Hmong Institute



**Extension**  
UNIVERSITY OF WISCONSIN-MADISON  
DANE COUNTY

Lyman F. Anderson Agriculture & Conservation Center  
5201 Fen Oak Drive, Room 138, Madison, WI 53718  
Phone (608) 224-3700  
WI Relay 711  
<https://dane.extension.wisc.edu/>

---

July 1, 2024

**Yolanda Shelton-Morris**  
**Community Resources Manager**  
City of Madison Community Development Division  
School-Age Child and Youth Program

Dear Ms. Shelton-Morris:

I am writing this letter to in support of The Hmong Institute application for the City of Madison Community Development Division Older Adult Services grant.

As Dane County UW Extension's mission is to provide community-based education, we have partnered with The Hmong Institute on a variety of educational programs including classes on nutrition to support Hmong and Southeast Asian older adults.

If funded we will continue to work with The Hmong Institute to offer nutrition education programming that advances healthy eating habits, active lifestyles, and healthy community environment for Hmong and Southeast Asian older adults and families.

Dane County UW Extension has partnered with The Hmong Institute since 2012. We support The Hmong Institute approach of providing culturally response case management services that is culturally and linguistically responsive to the specific needs of the Hmong and Southeast Asian community. We highly recommend the Hmong Language and Culture Enrichment program be funded.

Sincerely,

Carrie Edgar, Director  
Dane County UW Extension

6/26/2024

Yolanda Shelton Morris, Community Resource Manager  
Community Development Division  
215 Martin Luther King Jr, Blvd  
Madison, WI 53703

Dear Yolanda:

On behalf of RSVP of Dane County, I am writing this letter of support for The Hmong Institute, Inc. grant application to City of Madison Older Adult. An RSVP volunteer comes to The Hmong Institute to facilitate a sewing group composed of twelve Hmong and Southeast Asian women, all age 55+. Our RSVP volunteer sewing instructor teaches them to make clothing for themselves and their families. In addition, the Hmong older group members make double layer mittens made of fleece and wool as well as tote bags for community distribution through the RSVP Group Projects/Homeworkers Program. RSVP continues to enroll new volunteers and provides support for this group through supplying fabric, patterns, etc.

RSVP of Dane County supports this project that enhances Hmong and Southeast Asian older adults' quality of life, improving their physical, emotional and social wellbeing, as well as helping alleviate social isolation and loneliness.

Thank you for your consideration of The Hmong Institute's request.

Yours sincerely,

*Diana Jost*  
Executive Director RSVP



June 27, 2024

Yolanda Shelton Morris, Community Resource Manager  
Community Development Division  
215 Martin Luther King Jr, Blvd  
Madison, WI 53703

Dear Ms. Shelton Morris:

Access Community Health Centers, Inc. (Access) is pleased to provide a letter of support to The Hmong Institute, Inc. for the City of Madison Older Adult Services. Access has been providing primary healthcare in Dane County for close to 40 years, serving our community's most vulnerable populations. Access operates five clinics in southcentral Wisconsin, providing primary medical, dental, and behavioral health services. Additionally, Access operates a school-based dental clinic, Celebrate Smiles, that provides preventive and restorative dental services to Madison and Sun Prairie school children.

Access serves a racially and ethnically diverse patient population with high rates of poverty. The vast majority of our patients live with limited incomes, near the federal poverty level. Almost 40 percent our patients are children under the age of 18; 60 percent are from racial and ethnic backgrounds; and one-quarter of our patients are best served in a language other than English.

The Hmong Institute has also been a key partner serving this vulnerable population. The Hmong Institute provides culturally response case management services that is culturally and linguistically responsive to the specific needs of the Hmong and Southeast Asian community. As a trusted organization they hosted mobile vaccine clinics, arranged and provided transportations, provided bilingual outreach and education, and helped provided referral services in support of the vaccines.

Access has collaborated with The Hmong Institute since 2021 on multiple COVID-19 vaccine clinics, administering hundreds of doses to the surrounding Hmong, Lao, Cambodian, Tibetan, and Nepalese community. Many of them with disabilities and due to language barriers find it difficult to get the COVID19 and influenza vaccines. In addition, we have a longstanding collaboration with the Hmong Institute supporting Hmong educational initiatives and providing a health care home to many of the patients that the Hmong Institute serves. Access supports The Hmong Institute's leadership in providing culturally responsive programming and we applaud their work.

Many of our Hmong patients access services at The Hmong Institute. Access will work with The Hmong Institute and staff to help disseminate information as well as provide medical expertise to ensure that health information are medically accurate and refer clients to each other.

We look forward to the opportunity to continue work with The Hmong Institute



Improving health. Improving lives.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Loving, M.D.", with a stylized flourish at the end.

Ken Loving, M.D.  
Chief Executive Officer  
Access Community Health Centers



**APPLICATION FOR 2024 OLDER ADULT SERVICES PROGRAMS**

**1. ORGANIZATION CONTACT INFORMATION**

Legal Name of Organization	The Hmong Institute, Inc.
Mailing Address	4402 Femrite Drive, Madison, WI 53716
Telephone	608-692-6380
FAX	
Director	Peng Her
Email Address	
Additional Contact	
Email Address	peng.her@thehmonginstitute.org
Legal Status	Private: Non-Profit
Federal EIN:	82-4232925

**2. PROPOSED PROGRAMS**

	2025	If currently City funded		
Program Name:	Letter	Amount Requested	2024 Allocation	Joint/Multi Application - SELECT Y/N
Hmoob Kaj Siab Culturally Relevant	A	\$100,000	\$30,906	No
Contact:	Peng Her			
Hmoob Kaj Siab Case management	B	\$75,000	\$30,907	No
Contact:	Peng Her			
	C			
Contact:				
	D			
Contact:				
	E			
Contact:				
<b>TOTAL REQUEST</b>		\$175,000		

**DEFINITION OF ACCOUNT CATEGORIES:**

**Personnel:** Amount reported should include salary, taxes and benefits. Salary includes all permanent, hourly and seasonal staff. Taxes/benefits include all payroll taxes, unemployment compensation, health insurance, life insurance, retirement benefits, etc.

**Operating:** Amount reported for operating costs should include all of the following items: insurance, professional fees and audit postage, office and program supplies, utilities, maintenance, equipment and furnishings depreciation, telephone, training and conferences, food and household supplies, travel, vehicle costs and depreciation, and other operating related cost

**Space:** Amount reported for space costs should include all of the following items: Rent/Utilities/Maintenance: Rental costs for office space; costs of utilities and maintenance for owned or rented space. Mortgage Principal/Interest/Depreciation/Taxes: Costs with owning a building (excluding utilities and maintenance).

**Special Costs:** Assistance to Individuals - subsidies, allowances, vouchers, and other payments provided to clients. Payment to Affiliate Organizations - required payments to a parent organization. Subcontracts - the organization subcontracts for service being purchased by a funder to another agency or individual. Examples: agency subcontracts a specialized counseling service to an individual practitioner; the agency is a fiscal agent for a collaborative project and provides payment to other agency

**3. SIGNATURE PAGE**

**AFFIRMATIVE ACTION**

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at [cityofmadison.com/civil-rights/contract-compliance](http://cityofmadison.com/civil-rights/contract-compliance).

**CITY OF MADISON CONTRACTS**

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

**INSURANCE**

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office of Risk Management: Commercial General Liability, Automobile Liability, Worker's Compensation, and Professional Liability. The cost of this coverage can be considered in the request for funding.

**4. SIGNATURE**

Enter name:

By entering your initials in the box you are electronically signing your name and agreeing to the terms listed above.

DATE

INITIALS:

f costs.

t,

s.

ng  
ies.

**5. BOARD-STAFF DEMOGRAPHICS**

Indicate by number the following characteristics for your agency's current board and staff. Refer to application instructions for definitions. You will receive an "ERROR" until you finish completing the demographic information.

DESCRIPTOR	BOARD		STAFF		MADISON*		
	Number	Percent	Number	Percent	GENERAL Percent	POVERTY Percent	R/POV** Percent
	<b>TOTAL</b>	6	100%	12	100%		
<b>GENDER</b>							
MAN	2	33%	4	33%			
WOMAN	4	67%	8	67%			
NON-BINARY/GENDERQUEER		0%		0%			
PREFER NOT TO SAY		0%		0%			
TOTAL GENDER	6	100%	12	100%			
<b>AGE</b>							
LESS THAN 18 YRS	0	0%		0%			
18-59 YRS	5	83%	12	100%			
60 AND OLDER	1	17%		0%			
TOTAL AGE	6	100%	12	100%			
<b>RACE</b>							
WHITE/CAUCASIAN	1	17%		0%	80%	67%	16%
BLACK/AFRICAN AMERICAN	0	0%		0%	7%	15%	39%
ASIAN	5	83%	12	100%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE		0%		0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER		0%		0%	0%	0%	0%
MULTI-RACIAL		0%		0%	3%	4%	26%
BALANCE/OTHER		0%		0%	1%	2%	28%
TOTAL RACE	6	100%	12	100%			
<b>ETHNICITY</b>							
HISPANIC OR LATINO	5	83%		0%	7%	9%	26%
NOT HISPANIC OR LATINO	1	17%	12	100%	93%	81%	74%
TOTAL ETHNICITY	6	100%	12	100%			
<b>PERSONS WITH DISABILITIES</b>	1	17%		0%			

\*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES.

AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

\*\*R/POV=Percent of racial group living below the poverty line.

**6. Does the board composition and staff of your agency represent the racial and cultural diversity of the residents you serve? If not, what is your plan to address this? (to start a new paragraph, hit ALT+ENTER)**

**7. AGENCY GOVERNING BODY**

How many Board meetings were held in 2023	7
How many Board meetings has your governing body or Board of Directors scheduled for 2024?	7
How many Board seats are indicated in your agency by-laws?	11

List your current Board of Directors or your agency's governing body.

<b>Name</b>	<b>Vincent Cha</b>			
Home Address	5314 Odana Rd, Madison, WI 53711			
Occupation	Insurance Agent			
Representing	Board Chair			
Term of Office		From:	03/2023	To: 03/2025
<b>Name</b>	<b>Charity Morgan</b>			
Home Address	209 Ellickson St, Arlington, WI 53911			
Occupation	Realtor			
Representing	Secretary			
Term of Office		From:	09/2022	To: 09/2024
<b>Name</b>	<b>Mixee Vang</b>			
Home Address	3122 Fran Drive, Sun Prairie, WI 53590			
Occupation	Relations and Contracts			
Representing	Vice Chair			
Term of Office		From:	10/2022	To: 10/2024
<b>Name</b>	<b>Jacob Lor</b>			
Home Address	5226 Trafalger Place, Madison, WI 53714			
Occupation	IT Specialist			
Representing	Treasurer			
Term of Office		From:	03/2024	To: 03/2026
<b>Name</b>	<b>Anne Pryor</b>			
Home Address	5317 Lighthouse Drive, Madison, WI 53704			
Occupation	Retired			
Representing	Atlarge			
Term of Office		From:	07/2023	To: 07/2025
<b>Name</b>	<b>Annebelle Vang</b>			
Home Address	6446 Ulrich Terrace, Madison, WI 53719			
Occupation	Attorney			
Representing				
Term of Office		From:	04/2023	To: 07/2025
<b>Name</b>				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
<b>Name</b>				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy



AGENCY GOVERNING BODY cont.

**Name**

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

**Name**

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

**Name**

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

**Name**

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

**Name**

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

**Name**

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

**Name**

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

**Name**

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

**Name**

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

**\*\*Instructions: Complete this workbook in tab order, so the numbers will autofill correctly. Only fill in the yellow cells. Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.**

Please fill out all expected revenues for the programs you are requesting funding for in this application. All programs not requesting funding in this application, should be combined and entered under NON APP PGMS (last column)

REVENUE SOURCE	AGENCY 2025	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	169,651	84,825	84,826				
UNITED WAY DANE CO	132,000	61,000	61,000				10,000
CITY CDD (This Application)	175,000	100,000	75,000				
City CDD (Not this Application)	0						
OTHER GOVT*	0						
FUNDRAISING DONATIONS**	81,000	38,000	38,000				5,000
USER FEES	0						
TOTAL REVENUE	557,651	283,825	258,826	0	0	0	15,000

\*OTHER GOVERNMENT: Includes all Federal and State funds, as well as funds from other counties, other Dane County Departments, and all other Dane County cities, villages, and townships.

\*\*FUNDRAISING: Includes funds received from foundations, corporations, churches, and individuals, as well as those raised from fundraising events.





**\*\*List all staff positions related to programs requesting funding in this application, and the amount of time they will spend in each program.**

Title of Staff Position*	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025
	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	Amount Requested from the City of Madison
Program manager	0.50	0.50				1.00	52,000	5,720	57,720	0.00	0
Case manager	0.50	0.50				1.00	43,680	4,805	48,485	0.00	0
Case manager	0.50	0.50				1.00	41,680	4,585	46,265	0.00	0
Case manager	0.50	0.50				1.00	39,520	4,347	43,867	0.00	0
Cook	1.00					1.00	33,280	3,660	36,940	0.00	0
Cook assistant	1.00					1.00	30,750	3,383	34,133	0.00	0
Outreach Coordinator	1.00					1.00	43,680	4,805	48,485	0.00	0
Activities coordinator	1.00					1.00	38,460	4,230	42,690	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
<b>SUBTOTAL/TOTAL:</b>	6.00	2.00	0.00	0.00	0.00	8.00	323050.00	35535.00	358585.00	0.00	0.00

**CONTINUE BELOW IF YOU NEED MORE ROOM FOR STAFF POSITIONS**

\*List each staff position separately. Indicate number of weeks to be employed if less than full year in parentheses after their title.

\*\*Full Time Equivalent (1.00, .75, .60, .25, etc.) 2,080 hours = 1.00 FTE

**\*\*List all staff positions related to programs requestong funding in this application, and the amount of time they will spend in each program.**

	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	Amount Requested from the City of Madison
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
<b>TOTAL:</b>	6.00	2.00	0.00	0.00	0.00	8.00	323050.00	35535.00	358585.00	0.00	0.00

\*List each staff position separately. Indicate number of weeks to be employed if less than full year in parentheses after their title.

\*\*Full Time Equivalent (1.00, .75, .60, .25, etc.) 2,080 hours = 1.00 FTE

### Program Summary

This tab should be completely filled in by your previous answers.

Pgm Letter	Program Name	Program Expenses	2025 City Request
A	Hmoob Kaj Siab Culturally Relevant	PERSONNEL	64,000
		OTHER OPERATING	31,000
		SPACE	0
		SPECIAL COSTS	5,000
		<b>TOTAL</b>	<b>100,000</b>
B	Hmoob Kaj Siab Case management	PERSONNEL	60,000
		OTHER OPERATING	14,500
		SPACE	0
		SPECIAL COSTS	500
		<b>TOTAL</b>	<b>75,000</b>
C	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		<b>TOTAL</b>	<b>0</b>
D	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		<b>TOTAL</b>	<b>0</b>
E	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		<b>TOTAL</b>	<b>0</b>
<b>TOTAL FOR ALL PROGRAMS</b>			<b>175,000</b>